Automated Inventory Control (Logistics)

1. Title of Course:. Automated Inventory Control (Logistics)

2. Class Number and Prefix: MLS 3886 NSO 3. Course Length: 70 hrs CEU's 7.0

4. Course Justification: In Fayetteville, Cumberland County, and the surrounding service area the demand for automation increases daily. Industry requires well-trained and competent individuals.to meet growing demands. :

5. Target Audience: Residents of Cumberland County and the surrounding areas of Fort Brag~and Pope Air Force Base.

6. Evaluation Procedures: Written. orar. and computer based training along with hands-on practical exercises.

7. Prepared By/Committee:

8. Course Description: This course is designed to provide students with the knowledge and skills needed to manage material logistics maintain records, and account for property within an established logistics system. The Course focuses on standardized methods of collecting data, ways to improve systems management, automation security operations, and integration of these into the overall operations of a logistics plan. Emphasis is placed on correct input and output of data, follow-up actions, and other procedures necessary to support different levels of management.

OBJECTIVES:

Upon completion of this course, the student will be able to:

1. Maintain and manage automated data systems.

2. **Conduct document review.** .

3. Control data flow.

4. Input information properly and accurately.

5. Manage system manpower.

-COURSE **OUTLINE:**

See attached outline.

TEXTS: Automated Information Systems Manual: ASI-M 25-L21-AHN-BUR-EM

ADDITIONAL REFERENCES: Handouts, practical exercises and lesson plans . .

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Course Outline
Automated Inventory Control (Logistics)

1. OVERVIEW

II. TRAINING LESSONS

Course Introduction and Administration	2 Hours
Equipment Familiarization 6 Hours	
Security Accesses, File Maintenance & Security Tracking	16 Hours
Hand Receipts	16 Hours
Components	9 Hours
Supply Processes	16 Hours
Embedded Training & Cabling/Decabling	2 Hours
End of Course Review/Test	3 Hours

Total 70 Hours

III. COURSE SUMMARY

Facilitator Training

.1. Title of Course: FACILITATOR TRAINING

2. Class Number and Prefix: <u>MLS 3867'</u> 3. Course Length: <u>32 HOURS </u>CEU's 3.0

4. Course Justification: <u>Numerous requests *for* this kind of training and education have been received by this office. It is anticipated that a greater demand for this course wit result via advertising and word-of mouth between the various organizations. , ,</u>

5. Target Audience: <u>Fort Bragg, Pope AFB and surrounding communities.</u>

. 6.. Evaluation Procedures:
Combination of lecture, class participation, oral and written exams.

7. Prepared By/Committee.

8. Course Description: <u>This course teaches effective meeting-teaching skills including getting a meeting started, encouraging diverse points of view, handling disruptive behavior, keeping the team focused and moving, planning action steps, concluding the meeting, listening effectively, honing motivational skills and delivering effective presentations. Methods used are: Lecture, Note-taking guide, and skills practice.</u>

OBJECTIVES:

Upon completion of this course, the student will be able to:

1. Describe and understand the group development theory and how individuals relate in a group setting.

2. Identify key elements of communication.

3. Explain the relationship between interpersonal, interracial, intercultural and how this relationship impacts on the effective management diversity.

4. Resolve conflicts through an alternate dispute resolution procedure called a facilitation and" perception process.

5. Focus on facilitation skills used in small group guided discussions with emphasis on the experimental learning cycle.

6. Listen effectively & teach others this skill.

7. Develop motivational skills.

8. Conduct an effective facilitation.

COURSE OUTLINE:

I.	Course Introduction/Ove~iew (lhr)-
II	Group Development Theory (4 hrs)
.	Lesson Plan Development (2 hrs)
III.	Small Group Facilitation (2 hrs)
IV.	Communications Process (1.5 hrs)
V.	Conflict Management (1 hr)
VI.	Cross Cultural Communication & Effective Management of Cultural Diversity (3hrs)
VII.	Developing Guided Discussion (Facilitation Skills) (4 hrs)
VIII.	Effective and Active Listening (1.5 hrs)
IX.	Effective Feedback (1.5 hrs)
X.	Perception Process and Stereotypes (1.5 hrs)
XI	Practical Applications (9 hrs) -

TEXTS:

1. Gibson, James L., Ivancevich, John M., Donnelly, James H. Jr.
   Organizations: Behavior. Structure Process. PIano, TX; Business Publications, Inc., 1985.

2. Luft, Joseph. Of Human Interaction. Palo Alto, CA; Mayfield Publishing Co., 1969.

ADDITIONAL REFERENCES: Instructor Notes and Handouts

1. Title of Course: <u>Computing Fundamentals</u>

2. Class Number and Prefix: CAS3120F30 3. Course Length: 60.0 Hrs   CEU'S 6.0'

4. Course Justification: <u>Major organizations in the Fayetteville/Fort Bragg/Pope AFB service area require training in new and updated hardware and software systems. This necessitates the periodic revision of classes. This program is among several that are being revised to meet the continuing needs of our target population.</u>

5. Target Audience: <u>Residents of Cumberland County and surrounding areas of Fort Bragg and Pqpe AFB</u>

6. Evaluation Procedures: <u>Written. oral and computer based tests along- with hands-on practical exercises</u>

7. Prepared **By/Committee:** '_. '..' :,., ..

8. Course Description: <u>This course is designed to present the knowledge needed to understand how computers work and how they are used.</u>

9. **Approved:**

OBJECTIVES:

Upon completion of this course, the student will be able to:

1. Teach the fundamentals of computers and computer nomenclature for hardware. software and world wide web.

2. Give students in-depth understanding of why computers are essential components in business and society.

3.

4.

5.

(If more than 5, please see attached list)

COURSE OUTLINE

Introduction to:
Using Computers. Application Software and the World Wide Web. Sytem
Unit Components. . .
Input, Output, and Storage.
Operating Systems and Utility Programs.
Communications and Networks.
Databases and Information Management. .
Information Systems Development. .
Program Development and Programming Languages.
Multimedia.
 Security, Privacy,and Ethics.

TEXTS: Course Technology Shelly Cashman Series. Discovering Computers 2001 (ISBN 0-7895-5937-4)

ADDITIONAL REFERENCES: Instructor Prepared Handouts and Practical Exercises

MICROSOFT WORD 2000

1. **Title** of Course~   **Microsoft Word 2000**

2. Class Number and Prefix: CAS3120F30   3. Course Length: 60   CEU's   6.0

4. Course Justification: Changing requirements of major organizations in the Fayetteville/Fort Bragg/Pope AFB service area require training in new and updated software systems. This necessitates the addition of several new classes. This program is among several software packages that have been requested by a majority of our target population.

5. Target Audience: Fort Bragg and Pope AFB personnel and residents of Cumberland and surrounding counties.

6 Evaluation Procedures: Tests, instructor observations, and practical exercises

·   Prepared By/Committee:

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8. Course Description: This course introduces students to the various capabilities of the Microsoft Word *2000* for Windows word processing software. Emphasis will be placed on using the software package to create standard documents, mail merge documents, tables, and memorandums utilizing the built in features of this word processor. Use of graphics and other desktop publishing features will be introduced during the course of the class.

9.

Word 2000

Upon completion of this course, the student will be able to:

1. Start PowerPoint: create a presentation: apply design templates: edit, save, and print a presentation

2. Work \'.~ith bullets: use outline view to move text and slides: format the slide master

3 Insert imae-es usine- the slide e-allerv and other sources: edit imae-es: use the clipboard

4.' Work\vith mU1tible'obie~ts:a'ndwith'the format painter:-woi-k-with'tables: impott :ancieXP'ort'p'iesent~tion dat

5. Work with organization charts: add. edit and format graphs: work with slide transitions and timine-s

(If more than 5, please see attached list)

COURSE OUTLINE

I.   Presentation Concepts
II. III.   Planning and Developing   Your Pres entation
IV.   Giving Your Presentation
V.   Creating a PowerPoint Presentation
VI.   Creating Graphics for your Slides
VII.   Presenting a Slide Show
VIII.   Integrating PowerPoint wit~ Other Pr~~ams and with the World Wide Web
IX.   Applying Advanced Special Effects in Presentations
        Creating Special Types of Presentations

4. Course Justification: Changing requirements of major organizations in the FayettevillefFort ErR.ggfPope AFE service area

require training- in new and updated software systems. This necessitates the addition of several new

classes. This prog-ram is amone: several software packae:es that have been reQuested by a majority of our target

population .

TEXTS: (',o\lr~e 1'ec}mology Rhelley (',fI~hmfln Rerie~ .Mic~o~oft PowerPoint 2000 (',ornprehen~ive (',oncept~ fine

Techniques *aSBN:* 0-7895-5611-1)

5. Target Audience: Fort Bragg personnel R.Qd residents of Cum berland and surrounding counties

ADDITIONAL REFERENCES: Tn~trl1ctor prepRred hRndout1'l Rnd prRcticRl exerci~e~

1. **Title of Course: <u>Microsoft Excel 2000</u>**

2. **Class Number and Prefix: CAS3050 F30 3. Course Length: 60 Hours CEU'S 6.0**

4. **Course Justification: <u>Changing requirements ofmaior organizations in the FayettevilIe/Fort,Bragg/Pqpe AFB service area require training in new and updated software</u> systems. <u>This necessitates the addition of several new classes. This -prog-ram is among several software packages that have been requested bv a majority of our target population.</u>**

5. Targ'et Audience: <u>Fort Bragg personnel and residents of Cumberland and surrounding counties.</u>

6. Evaluation Procedures: <u>Written tests. instructor observation. hands-on practical exercises.</u>

7.. Prepared By/Committee:

8. Course Description: <u>This course is designed to introduce to the student the concepts and capabilities of the Microsoft Excel 2000 spreadsheet program. Emphasis will be placed on understanding the spreadsheet concept; building a spreadsheet: formatting spreadsheets: using functions: charting and managing data: and creating reports using the features of this spreadsheet program.</u>

9. Approved:

Approved:

<u>OBJECTIVES:</u>
Upon completion of this course, the student will be able to:

1. Create and edit a worksheet: enter values and labels: know how to move around in a worksheet or workbook

   Create and edit charts and graphs: enhance charts and graphs: know which type of chart/graph to use
2. **Create and edit charts and graphs: enhance charts and graphs: know which type of chartlgraph to use**

3. Import and Export Data; Work with Multiple Worksheets and Workbooks

4. Work with Excel lists including sorting and filtering lists.

(If more than 5, please see attached list)
5. Integrate Excel with other applications including the World Wide Web.

<u>COURSE OUTLINE</u>

I.	Using Worksheets to Make Business Decisions
II.	Creating a Worksheet
III.	Developing a Professional-Looking Worksheet
IV.	Creating Charts
V.	Working with Excel Lists
VI.	Integrating Excel with Other Windows Programs and the World Wide Web
VII.	Developing an Excel Application
VIII.	Working with Multiple Worksheets
IX.	Data Tables and Scenario Management
X.	Using Solver for Complex Problems
XI.	Importing Data into Excel
XII.	EnhanCing Excel with Visu~lBasic

<u>TEXTS:</u> Course Technology, New Perspective Series, Microsoft Excel 2000 (ISBN: 0-7600-7087-3)

ADDITIONAL REFERENCES: In~trltctor prepRrec1 hRndouts~mc1 prRcticRl exerciMS.

MICROSOFT ACCESS 2000

1. Title of Course: Microsoft Access 2000

}2. Class Number and Prefix: CAS 3070 F30   3. Course Length: 60   CEU's 6.0

4. Course Justification: Changing requirements of major organizations in the Fayetteville/Fort Bragg/Pope AFB

service area require training in new and updated software systems. This necessitates the addition of several new

classes. This program is among several software packages that have been requested by a maiorit~ of our target

population.

5. Target Audience: Fort Bragg personnel and residents of Cumberland and surrounding counties

6. Evaluation Procedures: Written tests. instructor observation. hands-on practical exercises.

7. Prepared By/Committee:

8. Course Description: This course is desiemed to introduce to the student the concepts and capabilities of the

Microsoft Access 2000 database management system software package. Emphasis will be placed on understanding the database concept; creating
database files and assigned field properties; creating and using queries, forms and reports.

OBJECTIVES:

Upon completion of this course, the student will be able to:

1. Create workbooks. worksheets. and charts. Enter labels. values. and formulas.

2. Create. sort. filter. summarize. and edit lists. Integrate Excel data with other programs.

: .3. !nsert. name.. and move worksheets. .

4:. .Use one variable and two variable data tables in what-if analysis. Use Goal Seek and Solver functions.

5. Import and export data from and to various file format. Customize.Excel's Menu and Toolbars. (If more than 5, please see attached list)

COURSE OUTLINE

1.   Introduction to Microsoft Access 2000
II.   Maintaining a Database
III.   Querying a Da tabase
IV.   Creating Forms and Reports
V.   Creating More Advanced Queries and Custom Forms
VI.   Customizing Reports and Integrating Access With Other Programs Working with
VII.   HTML Documents, Data A"ccess Pages, and Hyperlink Fields Using Query
VIII.   Wizards, Action Queries, and Briefcase Replication Automating Tasks with
IX.   Macros
X.   Using and Writing Visual Basic for Applications Code

TEXTS: Course Technology New Perspective Series, Microsoft Access 2000 (ISBN: 0-7600-7090-3).

ADDITIONAL REFERENCES: Instructor prepared handouts and practical exercises.

Keyboarding I

1. Title of Course: <u>Keyboarding- I</u>   ~

2. Class Number and PrefIX: <u>CAS 3010 F30</u> 3. Course Length: <u>60 Hrs</u> CEU's <u>6.0</u>

4. Course Justification: <u>Requests have been received for an introductory course in word processing/kevboarding-</u>

<u>featuring current word processing applications. This course is an effort to meet the needs of all personnel in our</u>

<u>target population. "</u>

5. Target Audience: <u>Residents of Cumberland County and surrounding areas of Fort Bragg and Pope AFB</u>

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6. Evaluation Procedures: <u>Written tests. instructor observation. hands-on practical exercises.</u>

7. Prepared By/Committee:

8. Course Description: <u>This course will develop touch kevboarding- skills using- a computer keyboard. It will focus on alphabetic</u>

<u>keys and the numeric key pad. The student will become familiar with numeric symbol and function keys and will drill for speed.</u>

<u>accuracy and keyboard applications. Keyboarding- (Typing) is an essential skill for efficient use of all software applications.</u>

OBJECTIVES:

Upon completion of this course, the student will be able to:

1. <u>Use Aphabetic Keys</u>

2. <u>Use Numeric Keypad</u>

3. <u>Use Keyboard and Special Symbols</u>

4. Use Function Keys . .

5. _____

 (If more than 5, please see attached list)

COURSE OUTLINE

1. Alphabet Practice
2. Individual Finger Practice
3. Word-Level Keystroking Practice
4. Frequently Used Words Practice
5. HorizontaWertical Reaches Practice
6. Word Family Practice
7. Concentration Practice
8. Frequently Misspelled Words Practice
9. Alternate-Hand Words. Practice
10. Double-Letter Words Practice
11. Right-Hand and Left-Hand Words Practice
12. Punctuation Practice
13. Number Practice
14. Symbol Practice
15. Keypad Practice
16. Progress Check Timings
17. Pacing Practice

TEXTS: Keyboarding and Document Processing for Microcomputers, 7th Edition

ADDITIONAL REFERENCES: Instructor prepared handouts and practical exercises..

Maintenance Management

I. Title of Course: Maintenance Management .

2. Class Number and Prefix: MLS 3917 N 50 Course Length: 60 HRS CEO's 6.0

4. Course Justification: Fayetteville. Cumberland County and all fast growing areas to include Fort Bragg and Pope Air Force Base. Industries require well-trained and competent individuals to meet grow'jn~ business demands. This collrse focuses on in depth knowledge of maintenance procedures, supervisory practices and maintenance philosophy.

5. Target Audience: Fayetteville, Fort Bra,gg, Pope Air Force Base, and surrounding areas.

6. Evaluation Procedures: Written1 oral;and computer based training with hands-on exercises.

7. Prepared By/Committee: .

8.

Course Description: This course is designed to provide students with the in-depth knowledge and skills necessary to effectively manage the logistical and maintenance resources with an organization. Emphasis is placed on the management principles necessary to analyze problem areas, organize available resources, and develop efficient work plans. .

9. Approved: Date:

Approved: Date:

Objectives:

Upon completion of this course, the student will be able to:

1. Create, save, and print standard documents.

2. Use the features of Word 2000 to enhance document appearance.

3. Use the program to create tables, tabular columns, and insert graphics in documents.

4. Use other features of Word 2000 to help automate office processing functions.

5.

(If more than 5, please see attached list)

Course Outline:

See Attached Course Outline.

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Texts: None required.

Additional References: Instructor prepared handouts.

OBJECTIVES: Upon completion of this course, the student ~iII be able to:

    1. <u>Organize available resources</u>

    2. <u>Develop organization work plans</u>

    3. <u>Supervise automation and record keeping</u>

    4. <u>Establish inventory control procedures</u>

    5. <u>Plan and direct or~anizational training</u>

    (If more than 5, please see attached list)

COURSE OUTLINE:

Week 1:

1. Maintenance Philosophy
2. Army Affirmative Action Program (EO)
3. Perform equipment and vehicle inspection survey
4. Prepare and process historical operational records
5. Employ proper shop procedures, unit SOP
6. Prepare dispatch and usage records
7. Record and post inventory control documents
8. Prepare a flow chart
9. Electronic Media

Week 2:

1. Establish and organize a stock room PPL and ASL (ULLS-S4)
2. Implement inventory control procedures
3. Determine maintenance requirements and scheduling procedures using pertinent forms and records
4. Implement individual soldier's skills development programs
5. Schedule checks, inspections, and lubrication services to maintain a smooth flow and preclude equipment backlogs.
6. Prepare a Material Readiness Report (logistical portion) (AMSS)

Week 3:

1. Establish a pinpoint account
2. Army Oil Analysis Program
3. Hazardous Waste Management and Disposal
4. Motor pool visits, DRMO, Cannibalization Yard, MMB and Post LAO (Field Trips)

TEXTS: _____N/A_____

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ADDITIONAL REFERENCES: N/A
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SYSTEMS APPROACH TO TRAINING

1. Title of Course: <u>Systems Approach to Training</u>

2. Class Number and PrefIX: <u>CAS3120 F30 </u>3. Course Length: <u>4 0</u> HR's CEU's <u>4.0</u>

4. Course Justification: <u>This course is designed to teach the systems approach to training through the use of specialized</u>

<u>computer software.</u>

5. Target Audience: <u>Residents of Cumberland County and the surrounding areas of Fort Bragg and Pope AFB</u>

6.
  Evaluation Procedures: <u>Instructor observation, written tests, and hands-on practical exercises.</u>

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8. Course Description: <u>Students will learn how to install. setup. and use the software application: identify</u>

<u>individual training tasks; develop long range, short range, and near term training plans based on organizational goals; identify required training</u>

<u>resources; produce training and evaluation assessments.</u>

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OBJECTIVES:

Upon completion of this course, the student will be able to:

1. Install and confurure the software package.

2. Assist in identifying and prioritizing organizational training requirements.

3. Develop long range. short range and near term training plans.

4. Identify and schedule appropriate training resources .

5. Compile and produce training and evaluation assessments.

 (If more than 5, please see attached list)

COURSE OUTLINE

 See attached

TEXTS: None required

ADDITIONAL REFERENCES: Instructor prepared handouts

Systems Approach To Training
Outline

1. Introduction

   Welcome, Introduction, Overview of Course, and Course Objectives
2. Getting Started

   a. Application Overview, Configuration Requirements, Install and Run the Application.

   b. Changing Databases, Application Main Menu Overview, Application Modules, and Application Help Overview
3. Setting up Organization Structure

   a. Develop New Organizational Structure and Import Pre-Developed Organizational Structure

   b. Import Additional Application Data and Customize Organizational Administrative Data

   c. Edit Superior and Subordinate Organizational Data

   d. Setup Application Security through Profile and User Maintenance
4. Develop Organizational Training Task List

   a. Set Training Objectives, Import Pre-Developed Training Tasks, and enter the Training Objective Statement

   b. Select Organizational Essential Training Task Objectives and Develop New Objective(s) and Task(s)

   c. Develop an Essential Organizational Training List, Add Training List Tasks and Review Tasks

   d. Request and approve the Organizational Essential Objective Training List using hard copy or digital request procedures.

   e. Develop and Approve Team Training ,Task Lists
5. Job Focus Individual Tasks

   a. Produce an Initial Assessment

   b. Link Organizational tasks to Common and Job-Specific Tasks

   c. Produce a Job Focused Individual Task List and Individual Task Summary
6. Develo'p A Training Plan '

   a. , Develop and Edit Event Codes, Designate Training Frequencies, and Develop a Trainiilg Strategy

   b. Use the Organizational Training Strategy to develop a long-range Training Plan

   c. .Create a long-range Plan using Events, Event Groups and Training Cycles

   d. Create Training Calendar and Training Execution Matrix

   e. -Identify Required Resources to Conduct Training, and Import Organizational Personnel and Equipment Information.

   f. ' Perform Budget Maintenance, Edit Data Tables, Identify Allocations, and develop A Projection of Required Training Resources
7. Coordinate Training Support Activities

   Edit Coordination Detail Table, Add Specific Coordination Information, and produce a Tra'ining Coordination Schedule using Sorting and Filtering
8. Develop A Weekly Training Schedule & Highlights

   Edit Data Tables, and Produce and Edit a Weekly Training Schedule and Schedule Highlig1its
9. Produce Training Evaluation and Assessments

   a. Introduce Training Support Package Overview (and Tutorial)

   b. Utilize Training Feedback :Module

   i. Export Application data to Training Feedback Module

   ii. Develop Observer/Controller Teams

   iii. Evaluate Organizational and Team Task Training

   iv. Export Training Feedback Module data to Main Application

   c. Produce Training and Evaluation Outlines for Evaluation of Training Tasks

   d. Record Data for Supervisor Assessments

   e. Produce Resource Expenditure Reports
10. Record and Produce Reports Outlining Organizational Training Level based on Current and Projected Training Data